

PAY ITEM SCHEDULE INVOICE

EXHIBIT "2"

Contractor: _____ (1)
 Contract Title: _____ (1)
 Contract No: _____ (1)

Invoice Number: _____ (2)
 Invoice Date: _____ (3)
 For Period Ending: _____ (4)

				WORK COMPLETED			Comments
Pay Item	WORK PLAN PAY ITEM DESCRIPTION	Contract Value	Percent Complete	Prior Period	Current Period	Job to Date	
(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
ORIGINAL CONTRACT VALUE:							

To Item "A" on Pay Item Invoice Summary

CHANGE ORDER SUMMARY							
(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
NET BY CHANGE ORDERS:							
TOTAL JOB TO DATE:							

To "Change Order Summary" on
 Pay Item Invoice Summary

To Item "D" on Pay Item Invoice
 Summary

PAY ITEM SCHEDULE INVOICE INSTRUCTIONS

EXHIBIT "2"

The Contractor shall complete the following items on the Pay Item Schedule Invoice:

1. Indicate the Contractor name, the contract number, and title.
2. Enter the invoice number. Each invoice is given a sequential number beginning with (1) for each subcontract.
3. Enter the current date.
4. Enter the cutoff date for the invoiced work.
5. Enter the Pay Item Number from the Pay Item Schedule Description. Each item is numbered sequentially beginning with (1). Contract Change Orders are added to the list during performance of the contract as needed.
6. Enter the Work Plan Pay Item Description from the Pay Item Schedule Description. A Contract Change Order utilizes a new and separate Pay Item number and is entered and tracked as a separate pay item when the change is a new scope of work.
7. Enter the Contract Value of the Pay Item from the approved Pay Item Schedule.
8. Enter the Percent Complete which represents only the work completed during this billing period. The Percent Complete represents the percentage physical completion of the work described in the Detailed Pay Item Description section, found in the Pay Item Schedule Description, Attachment 2.
9. Enter the Work Completed Prior Period, which is the dollar value of the Work Completed Current Period from the previous approved invoice.
10. Enter the Work Completed Current Period, which is the dollar value of the work during the current period obtained by multiplying the Percent Complete times the Contract Value of the item.
11. Enter the Work Completed Job to Date, which is the dollar value found by totaling the Work Completed Prior Period and the Work Completed Current Period.
12. Enter any applicable comments.